

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

December 16, 2015

Draft

Commission Vice-President Zelinski called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, and Don Merkes, present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Engineering Manager; William Menting, Electric Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Finance Manager; Paula Maurer, Customer Services Manager; John Teale, Technical Services Engineer; and Dawn Lucier, Administrative and Accounting Assistant.

Those excused were Commissioners Allwardt and Smolinski.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Merkes, seconded by Comm. Kordus, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of November 10, 2015
- B. Approve and warrant payments summarized by checks dated November 12-25 & December 3-16, 2015, which includes Net Payroll Voucher Checks, Void O & M Check #47420, Operation and Maintenance Voucher Checks for a total of \$1,067,097.23, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
 - Copy of letter dated November 19, from Public Service Commission RE: Final Decision related to docket 3560-ER-105
 - Copy of November 2015 MU Employee Newsletter
 - Copy of WPPI Energy Fiscal Year 2015 Third Quarter Highlights

Item IV. Claims Against The Utility – There were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes along with annual purchase orders for 2016.

The motion by Comm. Kordus, seconded by Comm. Merkes, was unanimous to approve the purchase orders as presented.

Item VI. Unfinished Business, Long Term Power Supply Contract Extension – Included in the packet were the responses to questions the Commission requested from Quarles & Brady and WPPI Energy regarding the contract extension.

The Commission will look into scheduling a joint meeting with the Common Council.

Item VII. New Business, 2016 Commission Meeting Calendar – Commissioners discussed the proposed meeting schedule for the next year.

The motion by Comm. Kordus, seconded by Comm. Merkes, was unanimous to approve the 2016 Commission Meeting Calendar as presented.

Job Description Updates – Staff presented new job descriptions and pay scales to reflect the proposed apprentice, journeyman and senior/foreman role for several positions. Four positions were identified to follow the new structure: Lineman, Substation Technician, Electric Distribution Metering Technician, and Water Plant Maintenance Technician.

The motion by Comm. Kordus, seconded by Comm. Merkes, was unanimous to approve as presented.

Base Pay and Merit Based Pay System 2016 – Staff is recommending a 1.5% increase in base pay and 1.5% in total for merit pay based on the number of exceeding expectations earned.

The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimous to approve the base pay and merit pay system for 2016 as budgeted.

Changes to Employee Handbook for 2016 – Updates to the employee handbook included language additions and clarifications, updated hours of work, and minor changes.

The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimous to approve the changes to the Employee Handbook for 2016.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The November report was discussed.

October & November Financial and Project Status Reports – Electric consumption was lower than budget for the month of October and November with year-to-date 1% less than budget. Net Operating Income was greater than budgeted due mainly to lower cost of power.

Water usage was lower than budget, however, Net Operating Income is greater than budgeted due to lowered chemical and main break road repair expenses.

After discussion, the Commission accepted the October & November Financial and Project Status Reports as presented.

Project Reports, Water Plant projects – Work on the chemical feed building has been completed; staff is preparing for the purchase of the PLC equipment; and the wireless communication at the tower has been installed and is working as expected.

Metering Practice & Plan – Staff continues to replace residential meters with new AMR meters and a new free standing 3 phase CT cabinet has been installed at the One Menasha Center building.

Item IX. No one from the Gallery was heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimously approved on roll call to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Delinquent Accounts

By: DAN ZELINSKI
Vice-President

ROY KORDUS
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.